

Microsoft® Word 2013

Core Certification Guide

Courseware 3250 Exam 77-418 ISBN 978-1-55332-390-7

Course Description

This *Microsoft® Word 2013 Core Certification Guide* teaches the information worker how to use core skills to work with business documents such as letters, forms, and newsletters. The user will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Students who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Office Specialist Word 2013 Core Exam #77-418. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

Courseware Description

Course Design

Course Objectives

Conventions and Graphics

Lesson 1: Getting Started

Lesson Objectives

Looking at the Screen

- Using the Quick Access Toolbar

- Using the Ribbon

- Using the Backstage

Working with Text

- Moving Around in the Document

Working with Documents

- Creating a New Document

- Switching Between Documents

- Saving Documents

- Closing a Document

- Opening a Document

Lesson Summary

Review Questions

Lesson 2: Manipulating Text

Lesson Objectives

Changing the View

- Adjusting the Zoom

- Using Show/Hide ¶

- Splitting the Window

Selecting Text

- Selecting Consecutive Text

- Selecting Non-Consecutive Text

- Using the Selection Bar

Working with Text

- Using Undo

- Using Repeat

- Inserting Text Items

- Inserting Special Characters

- Using Cut, Copy and Paste

Finding and Replacing Items

- Replacing Items

Lesson Summary

Review Questions

Lesson 3: Formatting Text and Paragraphs

Lesson Objectives

Formatting Characters

- Using the Font Dialog Box

Formatting Paragraphs

- Aligning Text

- Changing the Spacing

- Indenting Paragraphs

- Setting Tab Stops

Using the Format Painter

Formatting with Styles

- Using Quick Styles

- Using the Styles Pane

- Creating Styles

Modifying Styles

Organizing List Information

- Customizing the Lists

- Creating a Multilevel List

Using WordArt

Lesson Summary

Review Questions

Lesson 4: Formatting Documents to Print

Lesson Objectives

Setting Up the Document

- Changing the Paper Size

- Changing the Orientation

- Changing the Margins

- Controlling the Text Flow

- Inserting Page Breaks

- Working with Section Breaks

- Working with Columns

Using Headers and Footers

- Inserting Page Numbers

- Creating Headers and Footers

Working with Document

- Backgrounds

- Adding Watermarks

- Applying Themes

- Using Document Style Sets

Proofing Your Document

Navigating with References

- Using the Navigation Pane

- Using the Go To Command

- Working with Hyperlinks

- Creating Bookmarks

Preparing to Print

Lesson Summary

Review Questions

Lesson 5: Using Tables

Lesson Objectives

Working with Tables

Inserting a Table

- Drawing a Table

- Creating a Quick Table

- Working with Text

Modifying Tables

- Adjusting the Width or Height

- Inserting Rows, Columns or Cells

- Deleting Rows, Columns or Cells

- Merging and Splitting Cells

- Setting Row Headings

- Using Table Styles

- Manipulating Text in Cells

- Modifying the Borders and

- Shading

- Modifying the Table Properties

Inserting Formulas

- Modifying Formulas

Converting Tabular Information

- Converting a Table to Text

- Converting Text to a Table

Sorting Lists of Data

Lesson Summary

Review Questions

Lesson 6: Working with Illustrations

Lesson Objectives

Inserting Images

- Inserting Picture Files

- Inserting Online Pictures

- Manipulating Pictures

Working with Shape Objects

- Drawing Shapes

- Manipulating Shapes

Using SmartArt

- Manipulating the SmartArt

Lesson Summary

Review Questions

Lesson 7: Working with References

Lesson Objectives

Why Use References?

Working with Text Boxes

- Linking Text Boxes

Using Captions

- Inserting a Table of Figures

Using Footnotes or Endnotes

Inserting Citation Sources

- Inserting a Bibliography

- Managing Your Sources

Lesson Summary

Review Questions

Lesson 8: Using Productivity Tools

Lesson Objectives

Customizing Some Tools

- Customizing the Quick Access

- Toolbar

- Customizing the Ribbon

Understanding Building Blocks

- Using Quick Parts

- Using the Building Blocks

- Organizer

Understanding Macros

- Recording Macros

- Running Macros

- Editing Macros

- Configuring Security for Macros

Lesson Summary

Review Questions

Appendices

Appendix A: Courseware Mapping

Appendix B: Glossary of Terms

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